INDIVIDUAL AND ORGANIZATIONAL GPC RESPONSBILITIES

Module 2

GPC Responsibilities Overview

- Cardholder (CH)
- Approving Official (AO)
- Financial Service Office (FSO)
- Agency/Organization Program Coordinator (A/OPC)
- Installation Commander

Cardholder (CH)

- Appointed (in writing) by organization commander/director
- Coordinates purchases with approving official PRIOR to making purchases
- Obtains appropriate approvals and coordinations (e.g., IT/NSS, waivers, etc.)
- Makes purchases within established spending limits only
- Each card is specific; for use by named CH only in performance of official duties

Cardholder (CH) (cont'd)

- Maintain electronic transaction log and all original paperwork (e.g., receipts, IT/NSS, waivers, etc.)
- Reconciles and approves Statement of Account within the Customer Automation and Reporting Environment (C.A.R.E.) program
- Cannot be an immediate supervisor of an AO
- If attempting purchase that will exceed the existing Single Purchase Limit, must request increase from AO. Must include total amount of purchase and contract number or point of contact.

Approving Official (AO)

- Appointed (in writing) by the organization commander/director
- Should be in the same chain of command as the cardholder
- Grade of AO should be commensurate with the level of responsibility
- Cannot be a CH for ***their own*** account
- Establishes (in writing) spending limits for cardholders

Approving Official (AO) (cont'd)

- Notifies GPC office in writing (e-mail acceptable) of account cancellations
- Conducts annual surveillances of all CH accounts and quarterly surveillances of all checkwriter accounts
- Coordinate with RA and FM to establish and maintain funding for account
- Ensure CHs comply with standards and do not exceed spending limits
- Requests increases to CH's monthly purchase limit and to extend limits for purchases in excess of $2,500

Approving Official (AO) (cont'd)

- Approves all purchases BEFORE they occur
- Ensures CH account compliance by review of electronic C.A.R.E. program and documentation
- Certifies the electronic monthly statement not later than the 10th of each month

Financial Service Office (FSO)

- Tammy Howard is point of contact at HQ USAFA/FM (719-333-6933)
- Provides financial guidance and training
- Certifies the funding document
- Pays the GPC bills

Agency/Organization Program Coordinator (A/OPC)

- Act as point of contact with USBank
- Provide mandatory annual training and annual surveillance
- Maintain current listing of CHs under jurisdiction
- Issue delegations of contracting authority letters

Agency/Organization Program Coordinator (A/OPC) (cont'd)

- Coordinate new GPC implementation with FSO
- Process GPC applications for CHs and AOs
- Ensures that a certified funding document exists before a card is issued
- Provides guidance to CHs and AOs when determining whether or not a purchase is authorized or unauthorized
  - If you have a question, please call GPC Office
- Completes card revocation/termination process

Installation Commander

- 10 ABW/CC
- Has operational responsibility for all CHs and AOs
- Has authority to suspend or terminate CHs, AOs and entire organizational accounts
- Can discipline CHs and AOs

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Module Quiz

- Will the GPC A/OPC Office authorize an increase to a cardholder's single purchase or monthly (cycle) limit if the request comes from the cardholder?
- Is a GPC Approving Official allowed to be a cardholder on their own managing account?
- Name one of the jobs performed by the FSO.

Module Quiz

- What office serves as a liaison between GPC program participants and USBank?
- Who carries the operational responsibility for all GPC Approving Officials and cardholders?